

ELECTIVE PROGRAMME

AIM

The aim of this elective posting is to give the student an opportunity to undertake, for a period of 2 weeks [international] or 4 weeks [local] either at the end of year 3 or year 4, any humanitarian project of their interest.

Learning outcomes

1. Experience and discover broader aspects of human life beyond the classroom setting.
2. Critically reflect on the experience in the form of a written report

Venue

The electives may be undertaken in any institution either governmental or non-governmental, locally or internationally.

You are provided with a list of institutions for you to choose and arrange your elective placement. If you find none of the institutions listed match your interest you may discuss your choice with the Elective Coordinator or his assistant.

PROCEDURE

1. Select an institution where you want to spend your elective
2. Contact the institution and decide on the proposed activity.
3. Identify a person that can act as supervisor/advisor during your attachment.
4. Write in your elective proposal which contains your name/ group member, the date, venue, your proposed activity, and the supervisor's name.
5. Submit the Elective Application Form (EAF) to the Elective Posting Coordinator at least two months before the date of the posting for approval via academic office
6. The Elective Posting Coordinator should be kept informed of any changes made to the original proposal.
7. If the institution requires an official Letter of Recommendation please collect the letter from Academic Office.
8. A copy of approved elective application form should be collected from the Academic Office **2 weeks** before the elective date.
9. Go to the elective institution during the designated period.
10. Submit the Elective Centre Supervisor's evaluation form to your Elective Supervisor for completion.
Note: This form should be returned to the Academic Office not later than two weeks after the end of the elective posting via the student (in a sealed envelope) or directly sent to the Academic Office.
11. Submit your written report which includes a record of activities and critical reflection of experience to the Academic Office not later than two weeks after the end of the elective posting in a hard copy (in duplicate) as well as electronic form via SPIN

STUDENTS RESPONSIBILITIES DURING ELECTIVE POSTING

1. Selection and communication with the institution.
2. All costs incurred during this attachment
3. Maintain high standard of professionalism as UKM medical students.
4. To keep the Elective Coordinator inform in case of any unforeseen incidence.

ELECTIVE POSTING (FF3922)

INTRODUCTION TO ELECTIVE POSTING MODULE (FF3922)

It is essential to facilitate student's development in holistic, comprehensive and practical manner, without restricted to formal learning methods inside classroom. In this module, students will be exposed to out-campus learning, especially to facilitate students to adapt and experience broader aspects of life. Students will be guided to participate in any elective posting programme for the minimum period of four weeks (locally) or two weeks (other countries). The elective posting programmes are chosen by students based on their preference on particular fields such as humanitarian, skills, entrepreneurship and others, subjected to approval by Programme Committee. This is important as preparation for students to enter working environment later on. Students can learn to be independent, able to work in a team and communicate effectively especially when dealing with individuals from other organizations.

PRE-REQUISITES

The pre-requisites are that students must be clear of their aim and objectives for enrolling in this module. They must also have an early understanding that becoming a doctor does not only require adequate and sound academic qualifications but also good communication skills and ability to adapt with the demand and challenges of the working environment.

COURSE LEARNING OUTCOMES

At the end of this module, students should be able to

- apply skills in managing out-campus learning in the aspects of making decision, interpersonal communication, time management and critical thinking.
- demonstrate capability to learn new things and fulfill the task given responsibly.
- discuss experiences gained during out-campus learning and their implication on student's personal development.

METHODS OF ASSESSMENT

ITEM	PROPORTION OF MARKS
Progress Reports (Padlet)	20%
Supervisor's Report	40%
Project Presentation	20%
Reflective Writing & Report	20%
Total	100%

TEACHING METHODOLOGY

Selection of Venue:

1. The electives may be undertaken in any institution either governmental or non-governmental, locally or internationally.
2. Students are provided with a list of suggested institutions to choose from. However, they are encouraged to have their placement in any organization outside the given list. It is student responsibility to make arrangement for the placement. The students are welcomed to discuss their choices of elective placement with the Module Coordinator or any of the committee members.
3. Students are not allowed to do electives in a hospital setting (except in overseas/non-medical related/interprofessional)
4. Maximum of 2 groups or 10 students per venue (first come and first serve basis).

Procedure:

1. Select an institution where you want to undergo the elective posting.
2. Contact the institution and decide on the proposed activities.
3. Identify a person that can act as supervisor/advisor during your attachment.
5. If the institution requires an official Letter of Recommendation, please collect the letter from the Academic Office.
6. Submit the complete Application Form via Googleform link provided.
7. The Elective Coordinator should be informed of any changes made to the original proposal.
8. Students will be contacted by committee members if there are any recommendations to improve the Application Form. The approved Application Form (after amendment) must be attached with the final report during submission at the end of elective posting period.
9. Perform elective posting at the institution during the designated period. Students are required to provide progress report via Padlet as part of continuous assessments.
10. Students are required to present their elective posting activities in the form of:
 - i. 8-minutes video presentation, or
 - ii. e-poster (A0 size)
11. Upload all the documents via UKMFolio before the deadline. The documents must include:
 - i. The approved Application Form (print from Googleform).
 - ii. Signed Covid-19 Guidance & Safeguard Agreement
 - iii. Summary of activities and critical reflection of experience
 - iv. 4 Progress Reports (print from Padlet)
 - v. Evaluation Form by site supervisor (if applicable)
 - vi. Electronic presentation (either video or e-poster)

Students Responsibilities During Elective Posting

1. Selection and communication with the institution.
2. All costs incurred during this attachment.
3. Maintain high standard of professionalism as a UKM medical student.
4. To keep the Elective Coordinator informed in case of any unforeseen incident.

LIST OF SUGGESTED INSTITUTIONS

1. Volunteerism/ humanitarian/ NGO'S

- MERCY Malaysia
- WWF
- UNICEF
- UNHCR
- Aman Palestin
- Sekolah Ilmu Khas
- NASOM
- MAKNA
- Old Folks Home
- Raudhatus Sakinah

2. Skills

- Alternative medicine
- Farming & agriculture
- Business & entrepreneurship
- Sports
- Entertainment industry
- Musical instrument
- Martial art
- Baking
- Photography
- Sign language
- Computer / Programming
- Workshop (Repair car/motorcycle etc.)

3. Entrepreneurship & Research

- Healthcare industries
- Drugs company/factory
- Medical equipment company/factory
- Healthcare IT/System company
- Medical research/innovation centre
- H₂Go (Water purification company)
- Private clinics

4. International

- Seoul National University, South Korea
- Trinity College Dublin, Ireland
- Shiga University, Japan

ELECTIVE POSTING : APPLICATION FORM

A. STUDENT'S DATA

Students should complete and return this form to the Academic Office at least One Month before the date of the elective posting.

1. Name of student

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(In Full and block letters)

Matric No:.....

Year: 3/4 (circle appropriate year)

Tel. No:

Email address:.....

B. ELECTIVE POSTING DATA

1. Elective Venue

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2. Correspondence Address:

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Country: Postal code:

3. Date: Begin End

4. Elective Centre Supervisor:

Name:

Job Title:

Correspondence Address:

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Tel. No: Fax:

Email address:

C. ELECTIVE POSTING PROPOSAL

1. Title of Elective Project:

2. Objective
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3. Proposed activities
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Signature of Student

Date

4. Comments from Elective Coordinator
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Application: Approved/ Not Approved

Signature of Elective Coordinator

Date

ELECTIVE POSTING SUPERVISOR REPORT

A. STUDENT'S DATA

1. Name of student :

Matric No :

Year :

B. ELECTIVE POSTING DATA

1. Elective Venue:

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2. Correspondence Address:

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Country : Postal code :

3. Date : To :

C. CRITICAL REFLECTION (500 – 700 words)

What did I do?

What hav I learnt form it?

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Signature of Student

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Date

D. ELECTIVE POSTING SUPERVISOR REPORT

1. Elective Centre Supervisor:

Name :

Job Title :

Correspondence Address:

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2. Please comments on the student's activities and his/her commitment during the elective

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Please rate the overall student performance during the attachment

Poor Satisfactory Good Excellent

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Signature of Elective Supervisor

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Date

SENARAI ORGANISASI UNTUK ELEKTIF POSTING

1. The Students Had Done Their Elective Postings In The Following Centres:
2. All Women Action Society Malaysia (AWAM)
3. Asrama Kebajikan Anak-Anak Yatim Sekendi
4. Bold -Psdc Activity Centre
5. Borneo Marine Research Institute, University Malaysia Sabah (UMS)
6. Chagar Hutang, Redang Island
7. Community And Psychiatry Unit, Dept. Phychiatry, UKM
8. Community Service In Disabled Home Care
9. Hirsch International , Cambodia
10. Hospice Penang & Penang General Hospital
11. Hospis Malaysia
12. Hospital Labuan
13. Hospital Orang Asli Gombak
14. Hospital Veterinar Wilayah Persekutuan
15. Hualien Tzu Chi Medical Centre, Taiwan
16. Jabatan Kebajikan Masyarakat Daerah Jerantut, Pahang
17. Jabatan Rehabilitasi, Hospital Sarikei
18. Jkr, Jln Ampang Klumpur
19. Kasih Hospice Care Society
20. Kelas Pendidikan Khas, Sk Bukit Beruang, Melaka
21. Klinik Audiologi & Sains Pertuturan
22. Langkawi Animal Shelter And Sanctuary Foundation (LASSIE)
23. Maahad Abd Fatah Wa Abd Jalil Li Tahfizul Alquran , Perak
24. Mount Miriam Cancer Hospital
25. Nasom Intervension Centre Kuala Lumpur And Melaka
26. Occupational Therapy Department of UKMMC
27. One -Crisis Center , Hospital Kuala Lumpur
28. Palliative Care Association
29. Pejabat Aman Palestin, Bangi
30. Persatuan Dyslexia Wilayah Persekutuan
31. Persatuan Kebajikan Kanak-Kanak Rhema
32. Persatuan Kebangsaan Autisme Malaysia
33. Persatuan Kebangsaan Autisme Malaysia (NASOM)
34. Pertubuhan Hemodialysis Seberang Perai Selatan
35. Pertubuhan Perkhidmatan Intervensi Awal (PPIA) Bagi Kanak-Kanak Kurang Upaya
36. Pusat Bantuan Sentul
37. Pusat Bimbingan Remaja Raudhatus Sakinah
38. Pusat Bold (Bureau On Learning Difficulture) Bunga Tanjung
39. Pusat Dalam Komuniti Rumah Anak-Anak Yatim
40. Pusat Pemulihan Dalam Komuniti Sinar Suria, Dun Rengit, JB

41. Pusat Perlindungan PERKIM
42. Raudhatul Sakinah, Pusat Bandar Melawati, KL
43. Rehabilitation Unit (Physiotherapy), HUKM
44. Rumah Aman
45. Rumah Anak Yatim Tambunan
46. Rumah Anak-Anak Yatim Damai
47. Rumah Kanak-Kanak Tengku Budriah, Cheras, KL
48. Rumah Nur Salam
49. Rumah Seri Kenangan
50. Rumah Seri Kenangan Taman Kemunin
51. Rumah Superkids - Fungates Superflow Foundation
52. Rumah Warga Tua Air Panas Tawau
53. S.K. Sultan Ahmad Tajuddin, Jitra Kedah
54. Sabah Cheshire Home
55. Sahabat UKM Medical Centre
56. Sarawak Society For The Deaf
57. Sekolah Kebangsaan Alor Mengkudu Kedah
58. Sekolah Kebangsaan Telok Panglima Garang, Kuala Langat
59. Sekolah Kebangsaan Wakaf Tapai, Marang, Trengganu
60. Sekolah Khas Cheras
61. Sekolah Semangat Maju (Ssm, Sri Awan) Perak
62. Sekolah Sinar Harapan
63. Sjk @ Yu Ying
64. Society For The Prevention of Cruelty To Animals (SPCA) Selangor
65. Taiwan Tzu Chi Hospital
66. Taman Sinar Harapan, Bukit Besar, 2110, Kuala Trengganu
67. Taska Pujangga, PPUKM
68. Taska Safwah, Peserai, Batu Pahat
69. Tasputra Perkim
70. Unit Prostetik & Ortotik, PPUKM
71. Unit Terapi Carekerja
72. Yayasan Salam Malaysia
73. Zoo Negara